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**International Network of Engaged Buddhists**

**2024 Guidelines and Application to Request Funds from the**

**Sombath Somphone Memorial Fund**

The International Network of Engaged Buddhists – INEB, based in Bangkok, Thailand, announces the availability of small grant funds through the **Sombath Somphone Memorial Fund.** Applications can be submitted by non-profit organizations, or small groups and individuals from countries in the Mekong Sub-Region (Cambodia, Laos, Myanmar, Thailand, Vietnam and the southwest region of China).

**The project implementation period is May 1 through October 31, 2024.**

**Objectives of the Fund:**

* To provide full or partial scholarships, especially to marginalized children and young people seeking to complete their education in schools or colleges.
* To provide small grants to active young adults (up to 35 years of age) to initiate start-up work or activities for youth in community education or development.
* To support organizations working to provide education or humanitarian relief to at risk children and families.

**Amount of funds Requested** - Applicants may request up to 3,000 USD.

**Geographic Target Area**

The target area of the recipients will be from countries in the Mekong Sub-Region (Cambodia, Laos, Myanmar, Thailand, Vietnam and the southwest region of China).

**Target groups**

* Marginalized children
* Active and socially engaged young adults
* At risk children and families in need of emergency supports and/or humanitarian assistance

**Application deadline is 31 March 2024.**

**Please submit the completed application to** [**sombathfund@inebnetwork.org**](mailto:sombathfund@inebnetwork.org)

**Application**

Please complete the following required information.

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| **Applicant’s Details** | | |
| Applicant’s name – non-profit, organization, small group, or individual requesting funds | |  |
| Address | |  |
| Email | |  |
| Phone and fax numbers | |  |
| Website address; social media, e.g., FB or Twitter, etc. | |  |
| Name and position of contact person | |  |
| Address | |  |
| Email | |  |
| Phone and fax numbers | |  |
| If applicant is a non-profit organization, then provide the country registration number, | |  |
| **Bank Details** | | |
| Name bank account for the organization, small group or individual | |  |
| Account number: | |  |
| Name of the bank: | |  |
| Bank address: | |  |
| IBAN number:  SWIFT code: | |  |
| **References:**  Provide the names and contact information for 2 references. | | |
| **Reference #1** | | |
| Name of reference |  | |
| Address |  | |
| Email |  | |
| Phone and fax numbers |  | |
| **Reference #2** | | |
| Name of reference |  | |
| Address |  | |
| Email |  | |
| Phone and fax numbers |  | |

**These funds may be used to support new initiatives or ongoing programs.**

**Funds cannot be used to construct or renovate buildings, or purchase large equipment.**

Essential office supplies and stationery like paper, pens, workshop supplies are allowed.

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| **Description of Applicant** | | |
| **Please give an overview and background of your organization, small group or individual that is applying for funds. For organizations, this includes the year it was established, its mission, experience, and whether this is a new initiative or how this initiative may complement ongoing programs. Small groups or individual applicants need to also describe their background and experience which qualifies them to receive funds.** | | |
|  | | |
| **Project Description: Describe specifically how funds received will be used.** | | |
|  | | |
| **Situation Analysis** | | |
| **Scope of the Initiative:** Please give an overview of the current need and situation in the communities where the project will be implemented. Include the target groups, geographic locations (province, district, villages, etc.) and numbers of both direct and indirect beneficiaries. Include any specific challenges or risks. | | |
|  | | |
| **Project Implementation** | | |
| Describe the project design, methodology and implementation process for the activities that your organization will be undertaking. This includes: staff, coordination with local authorities and volunteers, ability to access locations that are difficult to reach, time frames and other information.  **The project implementation period is July 1, 2023, through December 31, 2023.** | | |
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| **Project Details** | |
| **Time Period** | |
| **Geographic location**  Number and name of villages, townships, or districts, etc. | |
| 1. **Estimated total number of direct beneficiaries** 2. **Estimated total number of indirect beneficiaries** 3. **Break out for both direct and indirect beneficiaries by:**  * Households * Individuals * Men, women and others * Children |  |
| **Please disclose and describe whether funds from other organizations are being received to support your initiative.** Give the organization’s name and amount of funds provided | |
| **If matching funds are being provided, please describe how these funds will be used to support the initiative.** | |

**Please prepare the budget using United States Dollars.**

**If funds are being matched, please show the amount being matched in the total budget.**

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| --- | --- | --- | --- |
| **Proposed Budget** | | | |
| **Item** | **Unit Cost** | **Total cost**  **(Local Currency)** | **Total cost**  **(USD)** |
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| Matching funds |  |  |  |
| **Sub-total** |  |  |  |
| **Total Funds Requested** |  |  |  |

**Describe in detail what the initiative’s anticipated results are (Outputs, Outcomes, Impact):**

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| --- | --- | --- | --- |
| **Date** | **Output** | **Outcome** | **Impact** |
|  |  |  |  |
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**Documentation**

*Photo Documentation:* The Project is expected to provide high quality photos which can be used in INEB’s documents, as well as through its website and social media outlets.

**Reporting Requirements**

Projects will be required to submit a report with financial and narrative information about how the funds were expended, this includes the number of direct beneficiaries and indirect beneficiaries. Projects will be sent report forms. *Financial Accountability:* The project is required to maintain financial documents needed for independent audits. It will also submit necessary forms to INEB regarding receipt of funds and bank transactions.

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Signature of Applicant Application date

Organization or small group’s name

Individual’s name